



DPHHS - QAD/CRL-001
(REV 03/17)
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STATE OF MONTANA
DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES
Quality Assurance Division

LICENSE APPLICATION and REAPPLICATION FOR YOUTH CARE FACILITIES

☐ NEW APPLICANT

☐ RENEWAL APPLICANT

NAME OF CORPORATION OR AGENCY: _____

NAME OF HOME/FACILITY: _____

CORPORATION MAILING ADDRESS: _____ CITY _____ ZIP CODE _____

RESIDENTIAL ADDRESS: _____ CITY _____ ZIP CODE _____

CORPORATION/AGENCY TELEPHONE: _____

HOME/FACILITY TELEPHONE: _____

NAME OF EXECUTIVE DIRECTOR: _____

NAME OF PROGRAM DIRECTOR: _____

NAME OF PROGRAM MANAGER: _____

Type of Home or Agency to be licensed. Please check each that applies.

<input type="checkbox"/> Youth Group Home	No. of Beds: <input type="text"/>	No. of Bedrooms: <input type="text"/>
<input type="checkbox"/> Therapeutic Youth Group Home	No. of Beds: <input type="text"/>	No. of Bedrooms: <input type="text"/>
<input type="checkbox"/> Youth Shelter Care	No. of Beds: <input type="text"/>	No. of Bedrooms: <input type="text"/>
<input type="checkbox"/> Child Care Agency	No. of Beds: <input type="text"/>	No. of Bedrooms: <input type="text"/>
<input type="checkbox"/> Maternity Home	No. of Beds: <input type="text"/>	No. of Bedrooms: <input type="text"/>

Age Range of youth to be served: Total number of youth to be served:

Number of Males: Number of Females:

Licensing of Youth Care Facilities is mandatory in accordance with Section 52-2-621 MCA

Please complete both sides of form.

Pursuant to HB 66, the QAD Licensure Bureau estimates that your application for license or license renewal will be processed within 60 days of the Division's receipt of ALL application materials.

PROVIDER: PLEASE CHECK "✓" IF ITEM IS ENCLOSED WITH THIS APPLICATION OR WRITE IN THE DATE WHEN THE ITEM HAS BEEN OR WILL BE SENT TO THE DEPARTMENT.

Date or	✓ New Applicant	Date or	✓ Renewal Applicant
_____	<input type="checkbox"/> Articles of Incorporation, Bylaws or Letter from Sponsoring Board	_____	<input type="checkbox"/> Major changes to Articles of Incorporation or Bylaws
_____	<input type="checkbox"/> Organizational Chart	_____	<input type="checkbox"/> Organizational Chart
_____	<input type="checkbox"/> Current list of Board of Directors including terms of office and addresses	_____	<input type="checkbox"/> Job Description
_____	<input type="checkbox"/> Plan for Orientation/training of Staff	_____	<input type="checkbox"/> Program Description
_____	<input type="checkbox"/> Grievance procedures staff	_____	<input type="checkbox"/> Program or Personnel policy
_____	<input type="checkbox"/> W-9 Taxpayer Identification Form	_____	<input type="checkbox"/> Grievance Procedures
_____	<input type="checkbox"/> Program Description	_____	<input type="checkbox"/> Current list of Board of Directors including terms of office and addresses
_____	<input type="checkbox"/> Program Policy/Procedures	_____	<input type="checkbox"/> Personal Statement of Health CRL-005 (one for each staff member)
_____	<input type="checkbox"/> Personal Statement of Health CRL-005 (one for each staff member)	_____	<input type="checkbox"/> *Certification from Sanitarian
_____	<input type="checkbox"/> *Certification from Sanitarian	_____	<input type="checkbox"/> Certification from Fire Marshal Pursuant to ARM 37.97.191
_____	<input type="checkbox"/> Certification from Fire Marshal Pursuant to ARM 37.97.191	_____	<input type="checkbox"/> Criminal Background Check Pursuant to ARM 37.97.140
_____	<input type="checkbox"/> Criminal Background Check Pursuant to ARM 37.97.140	_____	<input type="checkbox"/> Child Protection Background Checks Pursuant to ARM 37.97.140
_____	<input type="checkbox"/> Child Protection Background Checks Pursuant to ARM 37.97.140	_____	<input type="checkbox"/> Verification of Insurance Pursuant to ARM 37.97.190
_____	<input type="checkbox"/> Verification of Insurance Pursuant to ARM 37.97.190		
_____	<input type="checkbox"/> Floor Plan/Square Footage report		
_____	<input type="checkbox"/> Job Descriptions		

*This is not an Administrative Rule for Youth Care Facilities; however providers are strongly encouraged to obtain this certification to assure an environmentally safe facility.

I certify that all information I have furnished to the Department of Public Health and Human Services is true and correct.

Signature: _____

DATE: _____